

# PRIVATE PROCESS SERVER INDIVIDUAL REQUEST FOR PRE-APPROVAL OF CONTINUING EDUCATION

Continuing Education points are awarded in accordance with the adopted Program Continuing Education Policy. Credit is awarded based on content and clock hours of study. Descriptions and credentials must be submitted for each session.

## REQUESTING INDIVIDUAL INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

## PROGRAM INFORMATION:

PROGRAM/ ACTIVITY NAME: \_\_\_\_\_

PROGRAM DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_

## BRIEF SUMMARY OF COURSE CONTENT AND HOW IT RELATES TO PROCESS SERVING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TYPE OF PROGRAM:

### **G Classroom/Conference Instruction**

**G Seminar/Workshop**

Credit Hours: \_\_\_\_\_

**G Broadcast**

### **G Independent Learning:**

Credit Hours: \_\_\_\_\_

**G Internet/Web Based**

**G Audio/Video Tape**

**G Writings Directly Relevant to Job**

**G Correspondence/Home Study**

**G College Accredited**

